

CITY OF MENASHA
Position Description

Position Title: Public Health Nurse I

Department: Public Health

Status: Non-Exempt part time (1123 hours -.58 FTE)

Position Reports To: Public Health Director

Date of Description: August 15, 2016

SUMMARY:

This position provides public health nursing services to support agency programs in the schools, community and Senior Center and coordinates public health grant programs as assigned.

ESSENTIAL FUNCTIONS to include the following:

Under general supervision and/or a part of work groups and teams:

- Apply Public Health Theory as basis for decision making within the framework of assessment, plan, intervention and evaluation.
- Collaborate with administration to plan, develop and prioritize programs and interventions to promote, maintain or restore health and prevent illness.
- Systematically collect, record and analyze data – regarding the community, family and individual.
- Conduct home visits resulting from referrals made by local community and state agencies; determines needs of individuals and families in the areas of maternal and child health, developmental disability, and geriatrics, and related areas.
- Provide public health nursing services in homes, clinics and schools; demonstrates nursing care that may be safely assumed by others.
- Advise and assist individuals and families in carrying out recommendations made by a physician, and in making the necessary adaptations so that the treatment regimen can be followed.
- Conduct school visits during school sessions; administers hearing, vision, and tuberculin tests, administers first aid care to students and school staff and provides advice to students and parents in regards to injury and illness; refers individuals and families to community agencies.
- Investigates and follows up communicable disease cases according to state guidelines.
- Conduct communicable disease surveillance
- Coordinate the Health Screening 60+ public health grant program.
- Coordinate the Immunization public health grant program.
- Maintain adequate records according to statutes, codes, standards, policies and procedures.
- Provide classroom instruction in CPR/First Aid and other varied health topics.
- Represent department on community committees/work groups.
- Participates in the City's emergency preparedness program.
- Perform other essential job duties as assigned.
- Report for work as scheduled.

POSITION REQUIREMENTS/QUALIFICATIONS

Requires graduation from a four-year college or university with major course work in nursing, including or supplemented by courses in public health nursing. Also an equivalent combination of experience and training providing the following knowledge, abilities, and skills, including:

- Knowledge and skill in current nursing practice
- Knowledge and skill in the application of the principles and procedures of public health nursing.
- Knowledge of legal limitations and standards of nursing practice in WI
- Knowledge of the social and economic forces in society that affect health, and of relevant family group relationships.
- Knowledge of health policies and procedures.
- Knowledge of grant coordination, implementation, evaluation and reporting.
- Ability to grasp the principles underlying the disease preventive aspects of a public health program.
- Ability to carry out general instructions and to make independent judgments in relation to the application of nursing principles.
- Ability to implement the nursing process: assessment, problem identification, care planning, intervention, follow-up and evaluation.
- Ability to express ideas clearly, orally and in writing.
- Ability to exercise tact, initiative, and good judgement in dealing with people.
- Ability to perform all job tasks in a safe and prescribed manner.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a Registered Nurse License for the State of Wisconsin.
- Must possess a valid Wisconsin driver's license.
- CPR certified
- CPR/First Aid Instructor within one year of hire

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift and carry 30 pounds on a regular basis.
- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Overtime may be required.

** This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.